

**DEPARTMENT OF ADVANCED STUDIES IN EDUCATION  
EVALUATION POLICY AND PROCEDURES FOR TEMPORARY FACULTY**

**These procedures/criteria fulfill the requirement in section 2.2 of the CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty, and the revised University Policy for Evaluation of Temporary Faculty (34/AS/13/FAC).**

1. Within fourteen days of accepting an initial temporary appointment, the Department Chair shall provide the temporary faculty member a printed copy of the evaluation policies and procedures in effect at that time.
2. The Program Director/Coordinator in conjunction with the Department Chair shall conduct the evaluation and prepare a written recommendation regarding reappointment.
3. Frequency of reviews:
  - a. Shall be conducted annually, unless otherwise contracted.
  - b. For all temporary faculty employees eligible for a three-year appointment, a written evaluation must be completed in the year prior to the three-year appointment. A rating of either satisfactory or unsatisfactory must be based on the cumulative work performance of the temporary faculty employee during the entire three-year period.
  - c. For all temporary faculty employees holding a three-year appointment, a written evaluation must be completed in the third year of the appointment. A rating of either satisfactory or unsatisfactory must be based on the cumulative work performance of the temporary faculty employee during the entire three-year period.
  - d. Reviews are conducted according to annual campus published timelines.
4. The IDEA evaluation reports for all courses taught since the last evaluation shall be used as the basis for evaluation. Evaluation of part-time faculty shall be based on evaluations in no less than 50% of all courses per year with a minimum of 1 course per semester in which they teach (33/AS/13/FAC). All faculty unit employees teaching 1 or 2 classes annually shall have all classes evaluated (33/AS/13/FAC).
5. The temporary faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. Copies of any written responses or rebuttal statements shall be distributed to all previous levels of review and shall be included in the PAF.
6. The Department Chair shall submit to the Dean of the College of Education the written recommendation.